

INSTALLATION		LEAVE CONTROL REGISTER For use of this form, see AR 37-105; the proponent agency is USAFAC.												
PAYROLL CONTROL NO.	TOTAL NUMBER OF EMPLOYEES	NUMBER OF EMPLOYEES BY LEAVE CATEGORY											TOTAL LEAVE HOURS	
PAYROLL PERIOD ENDING DATE		0/0	0/4	4	6	7	8	10	11	13	14	20	ANNUAL LEAVE	SICK LEAVE
1. Number of employees by category and leave balances brought forward.														
2. LESS: Separations: PCN Transfers out, and leave category changes.														
3. PLUS: Accessions: PCN Transfers in and leave category changes.														
4. Number of employees by leave category and total leave hours after processing permanent changes.														
5. LESS: A. Number of employees with no leave accruals.														
B. Number of employees with 1/2 leave accrual.														
6. PLUS: Leave accrued this pay period by category and leave hour totals (Includes 1/2 leave accruals).				AL Hrs	AL Hrs	AL Hrs	AL Hrs	AL Hrs	AL Hrs	AL Hrs	AL Hrs	AL Hrs		
			SL Hrs	SL Hrs	SL Hrs	SL Hrs	SL Hrs	SL Hrs	SL Hrs	SL Hrs	SL Hrs	SL Hrs		
7. LESS: A. Leave taken this pay period.														
B. Leave credit reductions.														
C. Teacher any purpose leave.														
8. Leave balance this pay period.														
9. MINUS: Leave forfeiture.														
10. Adjusted leave balance.														